	Department of Finance Canada	Ministère des Finances Canada
TO A	Paul Rochon	Memo to Deputy Minister (ASEX GREENED distribution) – FOR THES  DMO
FROM DE	Edward Poznanski	Jo Mar 19

**Language Training Contract** 

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Originator Auteur	
Carl Bamji	
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Document released under the

## For Action. Your signature is required by March 23, 2018

Your signature is required on the attached language training contract prepared for Ms. Ava Yaskiel.

A teacher from Graybridge Malkam, the language training provider, will be coming onsite to provide language training services to Ms. Yaskiel on a part-time basis between April 1 and June 30, 2018.

The cost of this training is approximately \$988.00 (excluding taxes), based on of training at These costs are to be funded by the budget of the Deputy Minister's Office.

Once signed, the contract will be sent back to Graybridge Malkam for signature so that the arrangements can be finalized.

Assistant Deputy Minister: Edward Poznanski - (613) 369-3595

Director General: Janelle Wright - (613) 369-3499



SUBJECT OBJET Ministère des Finances Canada

Ottawa, Canada K1A 0G5 Document released under the Access to Information Act

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#### LETTER OF AGREEMENT

March 16, 2018

Graybridge Malkam 1309 Carling Avenue, Suite 5 Ottawa, ON K1Z 7L3

Dear Ms.

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Flnance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shail be from April 1 to June 30, 2018. The Department agrees to pay your firm up to a maximum of \$988.00 (excluding taxes) for your services, based on of training at per hour.

Would you please submit your invoice <u>electronically</u>, on a monthly basis (quoting contract #6021122) to:

Carolyne Gougeon, carolyne.gougeon@canada.ca

It is agreed that you shail treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential information, records or documents which you may obtain as a result of this Agreement.

It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an Independent contractor for the sole purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be solely responsible for any and all payments and/or deductions required to be made Including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or income Tax.

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Loi sur l'accès à l'information letter at your earliest convenience.

Yours sincerely, Paul Rochon **Deputy Minister** Graybridge Malkam

6021122 Commitment No.

Date

Nicholas Plettenberg-Dussault Commitment of Funds under Section 32 of the FAA

Ministère des Finances Canada

NOTE: A completed scanned electronic copy of the form is to be sent to the fin.contracts-contrats.fin@canada.ca

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All questions must be	e answered in full. • Attach	ments may be included wi	nere necessary.
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	as Plattenburg-Dussault		
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a) Client contact	Branch	Division	er
Carolyne Gougeon	Deputy Minister's Office		
b) Fund centre manager name	Title	Tele	phone number
Paul Rochon	Deputy Minister	613	-369-4434
Branch CSB	Division HR		
	AAX		
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Associate Deputy Ministe	dividual French language trainin er, Ava Yaskiel.	ng services to	attached
			Yes No
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c) Do you foresee any amendments to	he proposed request?	Yes	● No
d) Have Aboriginal suppliers been cons	idered?	Yes	No No
e) Have enviromental considerations be	en taken into account?	Yes	○ No
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Ministère des Finances Canada

Access to Information Act MEMORANDUMVUINOTE DE SERVICE

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	Department of Canada	Finance

Paul	Rochon

Memo to Deputy Minister (VERY LIMITED distribution) -OR ACTION Original kept at Branch for action DMO......4 Assoc. DM & G7 Deputy .....1

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FROM DE

SUBJECT OBJET

**Language Training Contract** 

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UNCLASSIFIED (Very limited	
distribution)	
Originator Auteur	
Carl Bamji	
Our file Notre référence	
2018FIN470437 - REVISED	
Your file Votre référence	
Date	
APR 2 3 2018	

### For Action. Your signature is required by April 24, 2018

Your signature is required on the revised attached language training contract prepared for Ms. Ava Yaskiel. The revision is necessary because training dates have changed.

Once signed, the contract will be sent to Graybridge Malkam for signature so that the contract can be finalized.

Assistant Deputy Minister: Edward Poznanski - (613) 369-3595

Director General: Janelle Wright - (613) 369-3499

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Department of Finance Canada

Ministère des Finances Canada

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### LETTER OF AGREEMENT

April 12, 2018

Graybridge Maikam 1309 Carling Avenue, Suite 5 Ottawa, ON K1Z 7L3

Dear Ms.

This Letter of Agreement states the terms of reference between Graybridge Malkam and the Department of Finance Canada wherein your firm agrees to provide French language training services to Ava Yaskiel on a part-time basis.

The period of this agreement shall be from April 27 to July 20, 2018. The Department agrees to pay your firm up to a maximum of \$570.00 (excluding taxes) for your services, based on of training at per hour.

Would you please submit your invoice <u>electronically</u>, on a monthly basis (quoting contract #6021122) to:

Carolyne Gougeon, carolyne.gougeon@canada.ca

It is agreed that you shall treat as confidential and shall not disclose, during as well as after the terms of this Agreement, any confidential Information, records or documents which you may obtain as a result of this Agreement.

It is also agreed that no member of the House of Commons shall be admitted to any share or part of this Agreement or to any benefit arising therefrom.

It is further agreed that this is a contract for the performance of a service and you are engaged under the contract as an independent contractor for the soie purpose of providing a service. Neither yourself nor any of your personnel is engaged by the contract as an employee, servant or agent of Her Majesty. You agree to be soiely responsible for any and all payments and/or deductions required to be made including those required for Canada or Quebec Pension Plans, Employment Insurance, Workmen's Compensation, or Income Tax.

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If the foregoing is acceptable to you, please sign and return a copy of this letter at your earliest convenience.

Paul Rochon
Deputy Minister

Graybridge Malkam

Nicholas Plettenberg-Dussault

Date

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# Department of Finance Canada

Ministère des Finances Canada

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	Ministere das rinances Canada	
For Signature by / Information of À signer par / Pour l'information de		
Paul Rochon	·	
Prepared by (name/initials/division) Préparé par (nom/initiales/division)		
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Remarks Remarques:		
SUBJECT / OBJET: Language Training Contract		
File no. No de dossier 2018FIN 470 43 7	Date MAR 2 1 2018	

Associate Deputy Minister & G7 Deputy for Canada Sous-ministre délégué et représentant du Canada au G7	(Sign on behalf of DM) (Signer au nom du SM)	
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Assistant Deputy Minister Sous-ministre adjoint(e)	( Sign on behalf of DM ) ( Signer au nom du SM )	